

OFFICE OF TRAINING

NOTICE  
No. 6-58

11 March 1958

SUBJECT: Emergency Duty at Headquarters

This Notice establishes Emergency Duty Officers at Headquarters who will assist the Director of Training in carrying out his responsibilities during emergency conditions.

When an emergency is declared because of natural causes such as snow, flood, hurricane, or similar disasters, and employees are excused from duty on administrative leave or on annual leave, the incumbents of the following positions will report for duty for any or all hours of the declared emergency which fall within the regular 40-hour administrative work week unless specifically excused by higher authority.

DTR or Deputy  
Executive Officer or Administrative Officer  
Chief of the Operations School or Deputy  
Registrar or Deputy  
Chief of [REDACTED]

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The designated officers will arrange for necessary secretarial and clerical assistance.

When an emergency is declared, all classes will be suspended. Student inquiries regarding suspension or resumption of classes will be directed to the Registrar.

Queries by OTR personnel concerning the emergency will be addressed to the above officials and not to the offices of the Deputy Director (Support) or to the Director of Personnel.

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[REDACTED]  
MATTHEW BAIRD  
Director of Training

Distribution:

All OTR Headquarters Personnel

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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